



**Australian Government**

# **FNSFMK523 Comply with requirements of licence and regulatory framework**

**Release: 1**

# FNSFMK523 Comply with requirements of licence and regulatory framework

## Modification History

| Release   | Comments                                                                              |
|-----------|---------------------------------------------------------------------------------------|
| Release 1 | This version first released with FNS Financial Services Training Package Version 4.0. |

## Application

This unit describes the skills and knowledge required to assist with ensuring compliance with requirements of an Australian Financial Service Licence (AFSL) and financial markets regulatory framework. This involves monitoring regulatory change, changes to business that may affect compliance with AFSL requirements and assisting in creating a culture of accountability.

It applies to responsible managers for the AFSL of the organisation.

Work functions in the occupational areas where this unit is used may be subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

## Unit Sector

Regulation, licensing and risk – Compliance

## Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                     |
| 1. Monitor licence and regulatory change         | 1.1 Identify compliance requirements of AFSL and regulatory obligations applying to the organisation's business activities<br>1.2 Review licence on an ongoing basis to ensure any changes to organisational strategies or product and service offerings are meeting licence requirements and regulatory obligations<br>1.3 Evaluate the impact of regulatory changes on the organisation or business unit |
| 2. Monitor and report risks and vulnerabilities  | 2.1 Identify risks and vulnerabilities that may impact on the organisation's compliance with AFSL requirements<br>2.2 Review a range of operational controls to detect possible                                                                                                                                                                                                                            |

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                       | <p>breaches of licence</p> <p>2.3 Investigate alerts triggered by controls and address breaches according to organisational policies and procedures</p> <p>2.4 Analyse trends in data generated by procedural controls to determine the effectiveness of reporting systems</p> <p>2.5 Report areas identified as needing improvement to parties responsible for those areas</p> <p>2.6 Confirm that remedial action has been agreed upon and completed</p>                                                   |
| 3. Communicate regulatory change to the organisation or business unit | <p>3.1 Ensure new regulatory requirements and codes of practice are integrated into organisational compliance processes and internal policy documents</p> <p>3.2 Contextualise and communicate implications of regulatory change for business processes and procedures to staff</p> <p>3.3 Incorporate compliance issues and procedures into practice guidelines and document appropriately</p> <p>3.4 Report to the board on compliance with regulatory framework for the organisation or business unit</p> |
| 4. Assist in creating a culture of accountability                     | <p>4.1 Communicate and confirm accountabilities and responsibilities to team members consistent with their capabilities and the operational plans of the organisation</p> <p>4.2 Support staff in developing their compliance awareness and competence</p>                                                                                                                                                                                                                                                   |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| SKILL              | DESCRIPTION                                                                                                                                                                                                                                                                                                                                           |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication | <ul style="list-style-type: none"> <li>Participates in exchanges to elicit and verify information using careful listening and questioning techniques with consideration of context, purpose and audience</li> <li>Uses active listening and questioning techniques to elicit the views and opinions of others and to confirm understanding</li> </ul> |
| Reading            | <ul style="list-style-type: none"> <li>Analyses complex textual information from a range of sources and relates specific aspects of information to requirements</li> </ul>                                                                                                                                                                            |
| Writing            | <ul style="list-style-type: none"> <li>Accurately records and reports information using clear language and organisational templates and formats</li> </ul>                                                                                                                                                                                            |
| Teamwork           | <ul style="list-style-type: none"> <li>Develops interpersonal skills to establish and enhance rapport with and between team members</li> </ul>                                                                                                                                                                                                        |

| SKILL                     | DESCRIPTION                                                                                                                                                                                                                                                                                             |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Initiative and enterprise | <ul style="list-style-type: none"><li>• Monitors implementation and manages communication</li><li>• Critically analyses changes in regulation and organisational procedures</li></ul>                                                                                                                   |
| Self-management           | <ul style="list-style-type: none"><li>• Keeps up to date on changes to regulations relevant to own rights and responsibilities and considers implications of these when planning and undertaking work</li><li>• Accepts responsibility for planning and sequencing complex tasks and workload</li></ul> |
| Technology                | <ul style="list-style-type: none"><li>• Uses industry standard digital technologies and systems to access information, search and enter data, present information and communicate with others</li></ul>                                                                                                 |

## Unit Mapping Information

No equivalent unit. New unit.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>